



ROSSALL SUMMER SCHOOL

Academic Director

The Summer School

Rossall Summer School runs from 7th July 2012 until 1st September 2012 and embodies the same high standards as our year round programme. Students follow an intensive English language programme to develop the skills they need to communicate effectively.

This is complemented by a full recreational programme that includes a wide variety of activities and sports on the campus, as well as weekly excursions to different cities and attractions around England.

Our goal is to give students an educational, culturally-enriching and memorable summer experience in a safe and supervised setting.

Academic Director

Responsible to: **The Bursar / Deputy Head**

Responsible for: **EFL Teachers**

The Academic Director will co-manage the Summer School, alongside the Residential and Activities Director, for all or part of the summer.

The Academic Director will be expected to visit the School before the start of the Summer School to familiarise themselves with the campus, the key people and the teaching schedules.

Main duties:

The duties will include those of a 'Houseparent' in a boarding school. Specific duties include:

Academic:

- Management of the EFL Teachers
- Organising the academic timetable
- Organisation and management of all academic matters
- Overseeing the ordering of all materials required
- Liaison with parents on academic matters
- Dealing with pupil behaviour issues and discipline, inside the classroom
- Dealing with any accidents or emergencies

Pastoral:

- Close liaison with the Residential and Activities Director
- Deputising for the Residential and Activities Director in their absence (and vice versa). This includes carrying out one overnight duty per week in the boarding house and carrying the Summer School mobile phone and dealing with any phone calls

- Assisting with Sunday excursions will be on a voluntary basis

Any other duties reasonably requested by the Bursar or the Deputy Head.

Days / hours of work:

It is envisaged that the Academic Director will work predominantly Monday to Friday and cover for one day and night per week for the Residential and Activities Director.

Rate of pay:

Circa £600 per week plus free meals and accommodation if required.

Application Process

To apply, please complete the application form on-line and forward to:

Ms Stephanie Jones
Human Resources Officer
Rossall School
Broadway
Fleetwood
Lancashire
FY7 8JW

Tel. 01253 774257
Email: sr.jones@rossall.org.uk

Closing date: 16th December 2011

SJ 25/11/11